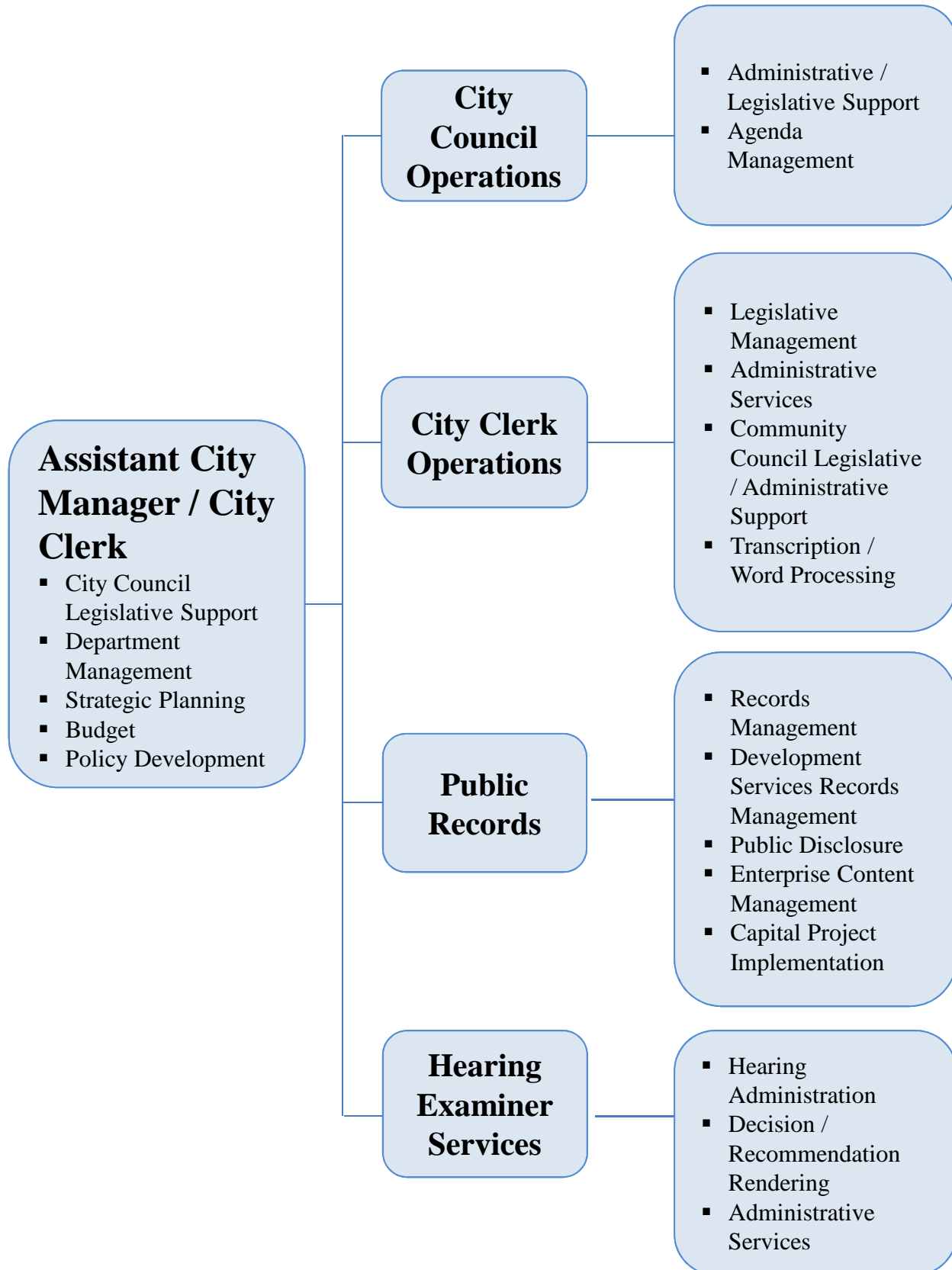


City Clerk's Office 2015-2016



Activities

- ◆ City Council Operations
- ◆ City Clerk's Operations
- ◆ Centralized Public Records and public disclosure
- ◆ Hearing Examiner Services



972 times per week

Average times City Council agendas and meeting materials were viewed in 2013.

1,500 linear feet

Records administered and stored on-site in City Hall (with an additional 13,000 boxes stored offsite).

423

Number of non-routine public disclosure requests submitted in 2013, of which 56% were closed within ten business days.

City Clerk's Office — Mission

The City Clerk's Office supports the strategic direction and leadership of the City organization and facilitates open, accessible and transparent government through:

- ◆ Supporting the City Council in their public policy setting and legislative roles and the City Manager in administering City operations;
- ◆ Maintaining the official public records of the City, administering the centralized Records Management program, and managing public disclosure;
- ◆ Managing the public hearing process for land use and administrative decisions;
- ◆ Enabling communication, information sharing and participation by citizens in THEIR city government.

2015-2016 Objectives

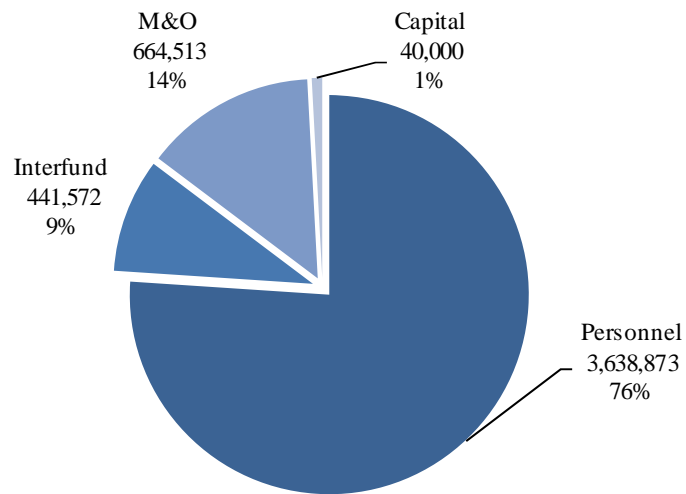
- ◆ Assist City Council in developing and implementing strategies for greater Council engagement in the community.
- ◆ Continue to provide ever-greater access to public information and seek innovative ways to inform the public about the services and activities of City government.
- ◆ Partner across City Depts. to integrate the Geographic Information and Enterprise Content Management systems to provide for more efficient access to property-related information.
- ◆ Update the City's Public Records Act Rules to maintain compliance and high performance.
- ◆ Collaborate across City Depts. to enhance procedures for placing legal holds on electronic records to respond to litigation or disclosure requests.
- ◆ Provide staff training to refresh skills and keep pace with new technologies.
- ◆ Continue to perform customer service surveys to identify opportunities for service improvement.

2013-2014 Accomplishments

- ◆ Partnered with the IT Dept. to roll out a significant upgrade to SharePoint for use as a City-wide electronic content management system, saving \$2 million over ten years.
- ◆ Used LEAN-based performance improvement approach to automate City Council agenda packet publication.
- ◆ Partnered across City Depts. on Paperless Permitting Initiative to implement electronic submittal of and public access to online building permits.
- ◆ Implemented new training requirements under the Open Government Training Act for public officials and staff.
- ◆ Partnered with the Police Dept. to assume increased oversight of public disclosure requests made for Police public records.
- ◆ Coordinated the recruitment and selection process for the City Manager position and assisted in the transition to new leadership.

City Clerk's Office

2015-2016 Budget Expenditure by Category



	2015 Prelim	2016 Prelim	2015-2016
Personnel	1,775,548	1,863,325	3,638,873
Interfund	218,801	222,771	441,572
M&O	330,666	333,847	664,513
Capital	40,000	-	40,000
Total Expenditures	2,365,015	2,419,943	4,784,958
Reserves ¹	-	-	-
Total Budget	2,365,015	2,419,943	4,784,958

Staffing Summary

	2013 Adopted	2014 Mid-Bi	2015 Prelim	2016 Prelim
FTE	14.75	14.75	15.75	15.75
LTE	-	-	-	-
	14.75	14.75	15.75	15.75

Budget Summary by Fund excluding Reserves

	2013 Actuals	2014 Amended	2015 Prelim	2016 Prelim
General Fund	2,186,118	2,265,487	2,325,015	2,419,943
General CIP	56,340	137,000	40,000	-
Total Budget	2,242,458	2,402,487	2,365,015	2,419,943

¹ Reserves: Reserves are not included in the pie chart above. 2013 Actuals do not include reserves at the department level.

The 2015-2016 biennial budget calculation includes only the second year of reserves (ie 2016) to avoid double-counting of expenditure authority.

The figures above include double budgeting (internal transfers between City funds)

The 2014 Amended Budget includes Mid-Biennium updates and budget appropriation changes approved to date including carry-forwards.

Proposal List by Department/Outcome

City Clerk

2015-2016 Prelim Budget

<u>Rank</u>	<u>Proposal Title</u>	<u>Proposal Number</u>
<u>Recommended</u>		
Responsive Government		
04	City Clerk's Operations	020.01NA
13	Records Management Services	020.04PA
14	Disclosure of Public Records and Information	020.05NA
18	Council Legislative and Administrative Support	020.02NA
34	Hearing Examiner's Office	020.03NA
36	City Clerks Office Department Management	020.07NA
CIP		
	G-57 Enterprise Content Management - Capital	020.06DA

Note: While many proposals represent cross-departmental efforts, proposals are listed by sponsoring departments only.